

MEETING MINUTES
BOARD OF NURSING HOME ADMINISTRATION
February 21, 2017

These minutes were
approved by the Board on
May 9, 2017

1. ROLL CALL

The meeting of the Board of Nursing Home Administration was called to order by Scott Bahe, Chair, at 1:02 p.m. at the Nebraska State Office Building, Lower Level Room A, Lincoln, Nebraska. Copies of the agenda were mailed to the Board Members and other interested parties in accordance with the Open Meetings Law. The following members answered roll call:

Members Present:

Scott Bahe	-	Chair
Amy Fish	-	Member
Renea Gernant	-	Member
Karen Jones	-	Member
Kevin Moriarty	-	Vice-Chair
Dean Schmid	-	Member
Debra Sutton	-	Secretary

Members Absent:

Kathryn Hajj	-	Member (entered meeting 1:24 p.m.)
Alexander Willford	-	Member

Others Present:

Kris Chiles	-	Program Manager, Licensure Unit
Ami Huff	-	Assistant Attorney General
Nancy Herdman	-	Health Licensing Coordinator, Licensure Unit

2. ADOPTION OF AGENDA

Motion: Fish moved, seconded by Sutton, to adopt the agenda. A roll call vote was taken. Voting aye: Bahe, Fish, Gernant, Jones, Moriarty, Schmid, Sutton (7). Voting nay: none (0). Absent: Hajj, Willford (2). Motion Carried.

3. APPROVAL OF MINUTES (7-26-16)

Motion: Moriarty moved, seconded by Schmid, to approve the 7-26-16 meeting minutes. A roll call vote was taken. Voting aye: Bahe, Fish, Gernant, Jones, Moriarty, Schmid, Sutton (7). Voting nay: none (0). Absent: Hajj, Willford (2). Motion Carried.

4. INVESTIGATIVE REPORTS & OTHER CONFIDENTIAL INFORMATION - CLOSED SESSION

MOTION: Schmid moved, seconded by Sutton, to enter into closed session at 1:05 p.m. to hear discussions of investigative reports, and for the prevention of needless injury to the reputation of the individuals. A roll call vote was taken. Voting aye: Bahe, Fish, Gernant, Jones, Moriarty, Schmid, Sutton (7). Voting nay: none (0). Absent: Hajj, Willford (2). Motion Carried.

1:24 p.m. - Hajj entered meeting

MOTION: Sutton moved, seconded by Fish, to enter into open session at 1:36 p.m. A roll call vote was taken. Voting aye: Bahe, Fish, Gernant, Hajj, Jones, Moriarty, Schmid, Sutton (8). Voting nay: none (0). Absent: Willford (1). Motion Carried.

5. APPLICATION REVIEW AND RECOMMENDATION – OPEN SESSION

a. Convictions / Practice Prior to Application / Education / Reinstatements

Kenneth Schull – NHA

MOTION: Moriarty moved, seconded by Sutton, to recommend approval of the license. A roll call vote was taken. Voting aye: Gernant, Jones, Moriarty, Sutton (4). Voting nay: Fish, Hajj, Schmid (3). Abstain: Bahe (1). Absent: Willford (1). Motion Carried.

6. UNFINISHED BUSINESS

a. Preceptor Survey Results and Next Steps

Fish reported there was now a NAB AIT and preceptor training program and suggested the preceptor program be used to train preceptors. Chiles commented if the NAB preceptor program was going to be required, it would need to be in the regulations. Moriarty commented that stakeholders were concerned about the availability of preceptors and having time to be a preceptor was the issue. Sutton commented that the training might make the present preceptors better but it would not make more preceptors. Moriarty voiced concern that there had been no follow-up with stakeholders. Gernant and Fish will review the training program and compare it against the requirements in the regulations and provide a summary document. Upon completion of the summary, the Board will discuss next steps including stakeholder follow-up.

7. NEW BUSINESS

a. Licensure: Process Improvement Project

Chiles reported that as part of process improvement, processing of applications in terms of timeliness and items causing incomplete or deficient applications were being monitored. She stated the oldest application for nursing home administration was 5 days and reciprocity applications were generally being processed in 5 days. She stated if an application is not complete within 20 days, it is being monitored to determine why. Chiles reported the nursing home facilities area was also doing process improvement.

Hajj asked if an applicant could look online and see where their application was in terms of processing and missing items. Chiles responded that currently it shows the application was received but no additional information processing information. She stated a RFP for a new licensing system hopes to obtain a system that will include that information.

b. Approval of Method of Noticing Meeting Agendas

Chiles reported that agendas are currently noticed by being placed on the Department website, placed on the bulletin board in the Licensure Unit lobby and sent to anyone who makes a request.

MOTION: Fish moved, seconded by Jones, to keep the same method of noticing meeting agendas as last year. Voting aye: Bahe, Fish, Gernant, Hajj, Jones, Moriarty, Schmid, Sutton (8). Voting nay: none (0). Absent: Willford (1). Motion Carried.

c. National Association of Long Term Care Administrator Boards (NAB & American College of Health Care Administrators (ACHA) – 2 new AIT and Preceptor Training Programs)

The NAB AIT and preceptor training program was discussed under agenda item 6.

d. Reports/Updates

- **National Association of Long Term Care Administrator Boards**

Chiles reported she had received the revised NAB Examination Administration Manual regarding the new examination effective July 2017. The examination will be administered in two components, a CORE Exam of 100 items and a Nursing Home Administrator Line of Service (LOS) Exam of 55 items. Candidates must pass both components of the examination. Candidates may take the CORE and/or LOS up to 4 times in any 12 month period. The cost of the CORE plus Nursing Home Administrator LOS exams is \$425. The CORE examination only is \$300 and the LOS examination only is \$175. Fish stated there is a pre-test available.

- **LeadingAge Nebraska**

Sutton stated the spring convention was coming up and the organization was doing Legislative session work.

- **Nebraska Health Care Association**

Fish reported she had correspondence from Heath Boddy, NHCA, stating they were working on legislative issues including the Governor's proposed budget cut to provider rate, Palliative Care bill, LPN bill that rolls LPN-C into LPN and Assisted Living bill. She stated the correspondence also stated NHCA was doing work related to workforce and training on Requirements of Participation.

Chiles discussed the following legislative bills:

LB 299 – Create another level of review regarding regulations and allow potential applicants to petition a licensing board to review their convictions and make a recommendation prior to the individual making application for a license.

LB 36 – Requires the Department to review all regulations beginning in 2018 and then every 5 years thereafter and create a critical assessment document.

LB 88 – Provides for a temporary license for military spouses who meet certain criteria.

- **Disciplinary and Non-Disciplinary Actions Taken**

Chiles reported the only disciplinary action in 2016 was Kelly Alderman had a civil penalty on 4-1-16.

- **Statistics: AIT/Mentoring/Examination/Licensure/Administration Penalties**

Chiles reported for 2016, 28 individuals passed the NAB examination and 26 failed. Fish stated she would like to know how many of those taking the examination had a 2 year versus a 4 year education.

Chiles stated nursing home administrator renewals were currently being audited and everyone had met the audit so far but there was still a week left to respond.

Chiles reported that since 2004, \$4260 in administrative penalty fees had been assessed.

Chiles provided the following statistics:

Administrator Overseeing More than 1 Nursing Home – 16
NHA AIT – 7
NHA Mentoring Trainee – 11
NHA Preceptor – 77
NHA – 367

Provisional NHA – 26

Sutton stated she wanted to attend the DHHS Long Term Care Providers meeting and was told she could not because it was for only those who oversee more than one nursing home facility. She did not understand why it was that way. Chiles said she would talk to individuals in the Department and see if she could obtain additional information.

8. ELECTIONS AND APPOINTMENTS

- a. Officers (election)
- b. Investigative Consultant (appointment)
- c. Committee Membership (appointment)

MOTION: Fish moved, seconded by Jones, to keep the same slate of officers and appointments. Voting aye: Bahe, Fish, Gernant, Hajj, Jones, Moriarty, Schmid, Sutton (8). Voting nay: none (0). Absent: Willford (1). Motion Carried.

8. ADJOURNMENT

MOTION: Schmid moved, seconded by Sutton, to adjourn the meeting. A roll call vote was taken. Voting aye: Bahe, Fish, Gernant, Hajj, Jones, Moriarty, Schmid, Sutton (8). Voting nay: none (0). Absent: Willford (1). Motion Carried.

Bahe, Chair, declared the meeting adjourned at 2:34 p.m.

Respectfully submitted,

Debra L. Sutton, Secretary
Board of Nursing Home Administration

Summarized by: Nancy Herdman, Health Licensing Coordinator